**SAFEGUARDING FORM KEYHOLDER DECLARATION**

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| **Name of Church:** |  |

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| **Reason for holding the key (role, group etc.):** |  |

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| **Name of key holder:** |  |
| **Address:** |  | **Phone No.:** |  |
| **Mobile No.:** |  |
| **Post Code:** |  | **Email:** |  |

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| **Before the key/s can be issued you are asked to sign the declaration below and acknowledge the conditions of issue**. This is to help carry out the policy of the PCC to safeguard children, young people and adults who are in its care. The PCC is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of the premises. | **The key/s is/are issued to you under the following conditions.**1. You shall not have any copies made from the  key/s.2. These key/s should not be lent to anyone else, without the permission of the Incumbent, Churchwarden or Secretary3. On completion of your term of office these key/s shall be returned to the Incumbent, Churchwarden or Secretary and not handed over to another person. |
| I have never been convicted or cautioned for any offence concerning children, young people or vulnerable adults. | I accept the above conditions of issue. |
| **Signed:****Date:** | **Signed:****Date:** |

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| ***Keys Issued:***1.2.3. 4. |

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| **A COPY OF THIS AGREEMENT SHOULD BE RETAINED BY THE KEYHOLDER AND THE PAROCHIAL CHURCH COUNCIL, ST ANDREW’S CHURCH,** **NB. All information will be held in accordance with current data protection legislation.**  |

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW’S CHURCH, BOREHAM**



**Keyholder Privacy Notice**

1. **Why have I been given a privacy notice?**

You have been given this privacy notice because you have offered to act as a keyholder for Vestry/Pelly Room/Brown Safe/Green Safe (delete as necessary). The PCC is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

1. **What is personal data?**

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, address and contact details, dates of birth.

**How do we process your data?**

In compliance with the GDPR, the PCC makes the following commitments about the processing of your data:

* Information will not be processed beyond what is necessary for the keyholder activities.
* Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
* We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
* We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes:

* to maintain an electronic record of those who are willing to act as a keyholder for Vestry/Pelly Room/Brown Safe/Green Safe (delete as necessary)**,** held bythe PCC Secretary
* to provide contact details of keyholders to parties who may need access to the building includingemergency services/maintenance contractors and users of the facilities
* to inform you of information and updates that may be relevant to your role as keyholder.
1. **What is the lawful basis for processing your personal data?**
* Processing is necessary for the legitimate interests of the PCC to enable you to undertake the role of keyholder in accordance with safeguarding policy and practice.
	+ Processing is carried out by the PCC Secretary
	+ there is no disclosure to a third party without consent.
1. **Sharing your personal data**

Your data will be held in confidence and will be shared only where necessary with other members of the church or those engaging with church in order to facilitate the role and activities identified above. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate.

1. **How long do we keep your personal data?**

Records of keyholder contact details held locally will be retained for the period of your engagement with this role.

1. **Your rights and your personal data**

You have the following rights with respect to your personal data in relation to data held about you relating to safeguarding:

* the right to request a copy of your personal data which is held about you by the PCC the right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date
* the right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
* the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
* the right to object to the processing of personal data
* the right to lodge a complaint with the PCC Secretary.
1. **Relevant Contacts**

For data processing relating to safeguarding, complaints and discipline the Data Controller is the PCC Secretary, Parochial Church Council, St Andrew’s Church, Church Road, Boreham, CM3 3EG.

Adopted 15th March 2021

Signed ………………………………………………………….

Reviewed 13th March 2022

Reviewed 16th March 2023